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Website: [www.elconciliokzoo.org](http://www.elconciliokzoo.org)

**Position Title:** Teaching Assistant.  
**Reports to:** Preschool Director -Lead Teacher.  
**Type:** Full Time.

*Applications are due at ASAP. To apply, please send a resume and cover letter to [vazquez@elconciliokzoo.org](mailto:vazquez@elconciliokzoo.org)*

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### **Position Summary:**

La Escuelita Nuevo Horizonte is seeking an energetic, passionate, and motivated individual to serve as a Preschool Teacher Assistant. The individual will be responsible for assisting the Program Director/Lead Teacher in providing a high-quality preschool program for 3-year-old children.

### **Responsibilities:**

- Assist the Lead Teacher in planning age-appropriate and engaging learning experiences for 3-year-olds.
- Assist the Lead Teacher in preparing classroom materials.
- Assist the Lead Teacher in screening and assessing children.
- Assist the Lead Teacher in maintaining records on each child's progress and development.
- Maintain a safe, calm, nurturing and engaging learning environment.
- Interact with children in a positive and caring manner.
- Interact with parents and other staff in a positive manner.
- Other duties as assigned.

### **Qualifications:**

- Must have at a minimum a high school diploma or GED. Must be 18 years of age.
- Child Development Associate (CDA) Credential or willingness to obtain within one year of employment.

- Must pass various background checks as required.
- CPR and First Aid certified or willing to obtain certification.
- Communicate effectively, both orally and in writing.
- Willingness to obtain 24 hours of training annually.
- Bicultural, or bilingual fluency in Spanish/English written and spoken.
- Experience with Microsoft Windows, Office, internet/email, and standard office equipment
- Communicates effectively both orally and in writing with a broad range of stakeholders.